

PERSONNEL BOARD AGENDA
Monday, December 3, 2012 - 6:00 p.m.

Call to Order/Roll Call of Members: Pat Carnevale, Chairperson; Grecia Ferro-Ameneiro, Vice-Chairperson; Ann Infante, Member; Zoraya Pena, Member; and Beatriz Sosa, Member.

AGENDA

1. Request to approve the minutes of the October 2012 Personnel Board meeting.
2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and Regulations, received November 2012.

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|--------------------|-------------------|
| 1. Kevin Kavanaugh | Fire Department |
| 2. Sergio Lambo | Fire Department |
| 3. Jaime Mercado | Fire Department |
| 4. John Underhill | Fire Department |
| 5. Luis Garrido | Police Department |
| 6. Barbaro Rojas | Police Department |
3. Report of **Leave Without Pay** List for November 2012.
4. Report of Civil Service **Appointments** for November 2012.
5. Report of Civil Service **Resignations** for November 2012.
6. Report of **Maternal/Paternal Leave** for November 2012.

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|-------------------|---------------------------------|
| 1. Vanessa Flores | Fire Department |
| 2. Ernesto Soto | Parks and Recreation Department |
| 3. Josue Monier | Police Department |
7. Report of **Leave of Absence** for November 2012. NONE
8. Request to certify the **corrected** eligibility list for the position of **Accounting Clerk II.**
(Merging of name from previous eligibility list dated December 1, 2010.)

9. Request to certify the eligibility list for the position of **Police Sergeant.**
10. Request to abolish the current eligibility list and conduct a Civil Service examination for the position of **Police Officer (Certified)** with the following criteria:
 - a. Open to the public
 - b. 100% Written
 - c. Must obtain a minimum score of 70% on the written examination in order to be placed on the eligibility list.

Copy of job description and eligibility list are attached.

Range 61 - \$1556-\$2362 Bi-weekly

11. Request to hear **Unfinished Business.**

12. Request to hear **New Business.**

NEXT PERSONNEL BOARD MEETING: "January 7, 2013"

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE), for assistance.